



January 13, 2021

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

### PROBATION OFFICER 1

PC #05

#### Position Overview

**Department:**

Probation Office  
Courthouse Building  
102 South Allegheny Street  
Bellefonte, PA 16823

**Base Pay:**

Salary Grade: N-13  
\$17.15—\$19.32/hour  
Non-Exempt

**Shift Available:**

Full-Time (37.5 Hours)  
8:30am-5:00pm

**Required Education:**

- Bachelor's degree in criminal justice, social or behavioral science, or related field.
- Computer skills necessary.
- Must successfully pass firearms and in-service training.

**Required Experience:**

- One to two (1-2) years' work experience in law enforcement, preferably in probation, parole or judicial area.

**Special Requirements:**

- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

**Applications:**

Applications for this position will be accepted **until a suitable candidate is selected.**

#### Summary of Job Functions

- Conducts social case histories or pre-sentence investigations of offenders, interviewing offender, victim, police, family, employer, associates, and other individuals with knowledge of the offender.
- Prepares reports on the outcome of investigations, analyzing information gathered, and recommending appropriate rehabilitative action to the Court.
- Provides counseling and other supportive services to help probationers in their personal, social, and economic adjustments to the community.
- Maintains contact and schedules meetings with family, friends, employers, clergy, and other persons concerned with aiding probationers.
- Conducts investigations to monitor probationer's activities and to prevent or remove harmful activities and influences.
- Conducts random drug/alcohol testing as required; also urine tests and reporting of results.
- Enforces court-orders and makes or assists in re-arrests of probationers when necessary.
- Collects fees, fines, costs, and restitutions from offenders.
- Appears and testifies as an expert witness at court hearings.
- Interacts with internal departments, outside agencies, physicians, and insurance in regard to supervision of offenders.
- Assists in transporting of offenders to appropriate placements.
- Participates in ongoing staff training and probation and parole techniques.
- Acts as a community resource contact as needed.
- Conducts evaluations regarding CRN/DUIs as requested.
- Performs other job related duties as required.